

Paper O1

Human Resources Advisory Group (HRAG)
Report on Recent Work

United Reformed Church
Church 2017
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Church 2017
Church



Paper 01

Human Resources Advisory Group

Report on Recent Work

Basic Information

Contact name and email address	Keith G Webster kwebsterwms@btinternet.com
Action required	
Draft resolution(s)	None

Summary of Content

Subject and aim(s)	Report providing an update on the recent work of HRAG
Main points	
Previous relevant documents	Previous HRAG reports to Mission Council
Consultation has taken place with...	Officers of Assembly and senior staff at Church House.

Summary of Impact

Financial	
External (e.g. ecumenical)	None

HRAG: report on recent work

1. Membership

Keith Webster (Convenor), Alastair Forsyth, Bridget Fosten, Mike Gould, Peter Pay, Revd John Proctor, General Secretary, Jane Baird, Deputy General Secretary (Admin & Resources). These people bring a wide range of skills in diverse aspects of Human Resources (HR).

2. Remit

HRAG was established in October 2012 and its remit was renewed by the May 2015 meeting of Mission Council. The remit is to provide a unified reference point on HR matters for Mission Council (General Assembly) / Trust and Church House personnel.

3. Routine work report, September 2016 – February 2017

3.1 The following job descriptions and posts have been reviewed:

Under the renewed remit HRAG reviews job descriptions and person specifications for Assembly Appointments. Other staff posts are only reviewed as a consequence of major changes.

Assembly Appointments: Head of Children and Youth Work

Staff posts: Programme Coordinator, Commitment for Life

3.2 Policies and Procedures Review

The review of the HR policies and procedures which apply at Church House has continued with the ratification of the following five policies:

- Personal Development Review
- Company Car
- Home working
- Recruitment and selection – including a new application form
- Salary Policy and Procedures

Appropriate training at Church House with regard to the policies and procedures continues to take place and this has involved not only Church House staff but also staff from the Synods and the Resource Centres for Learning.

3.3 Criteria for the Appointment of the General Secretary

HRAG was asked by MCAG to gather background views regarding the criteria for the appointment of the General Secretary and so provide input to MCAG in the preparation of a paper on this subject for the November 2017 Mission Council.

A questionnaire was prepared, sent to the identified recipients and the responses were collated and analysed in order to ascertain the views regarding the appointment criteria and these findings were forwarded to MCAG.

